



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE

9601 Estate Thomas
St. Thomas V.I. 00802
Tel: (340) 715-1040
Fax: (340) 714-9345

4008 Estate Diamond
Christiansted V.I. 00820-4421
Tel: (340) 773-1040
Fax: (340) 773-1006

To Whom It May Concern:

The Bureau of Internal Revenue is sending this correspondence to notify you of the filing procedures when submitting W2, W3 and any other pertinent data. Generally, if the number of employees is below 100, you are allowed to submit the data on paper. If the number of employees is over 100, then you must submit the data on CD or diskette.

The record layout and requirements can be obtained in the SSA publication No. 42-007. You can also access the Bureau's website at <http://www.viirb.com>, which has a direct link to this publication, or you may access it at <http://www.socialsecurity.gov/employer/08EFW2.pdf>.

The seven record types that must be submitted are RA, RE, RW, RO, RT, RU and RF. They are all required and must be submitted in the sequence listed. Each employee must have a RW and RO pair where the RW record is immediately followed by the RO.

eg. RA - Submitter Record
 RE - Employer Record
 RW - Employee 1 Wage Record
 RO - Employee1 Wage Record
 RW - Employee2 Wage Record
 RO - Employee2 Wage Record
 RW - Employee3 Wage Record
 RO - Employee3 Wage Record
 RT - Total Record
 RU - Total Record
 RF - Final Record

The deadline for submission is March 31st, 2009.

Your cooperation in this matter is greatly appreciated.

Sincerely,

Lionel Parsons
Chief Computer Operations
340-715-1040 (ext. 2251)